

ADMINISTRATIVE-INTERNAL USE ONLY

13 FEB 1975

MEMORANDUM FOR: Chief, Plans Staff, DD/A

SUBJECT: Draft Agency Budget Call

1. In accordance with your request, forwarded under Official Routing Slip, this office has reviewed that portion of the draft Agency Budget Call pertaining to OL. The following changes, which are intended to clarify current budget policy statements, are recommended for your consideration.

Printing Services - paragraph 1.

The Office of Logistics will budget for costs of printing and photographic services except for specialized services for which equipment and/or material is not available, e.g. continuous forms printing, intricate die cutting, engraving, and embossing, and printing which requires non-stock papers and binding materials. Printing Services Division should be consulted concerning details of capabilities.

Cargo Shipments - paragraph c.

STAT The Office of Logistics will budget for all cargo movement costs involving government property except those anticipated for non-scheduled Special Air Missions (SAM), [redacted], and shipments via commercial mode originating and terminating outside the United States. Operating components will budget for excepted costs enumerated above.

Real Property - paragraph m.

STATINTL Operating components will budget for office-unique requirements including safehouses, [redacted] overseas real property holdings with the exception of Standard Level User Charges (SLUC) levied by the General Services Administration on GSA-assigned space.

2. The draft Agency Budget Call incorporates the statement of budget policy for GSA-SLUC in the section pertaining to logistics services provided by OL. In view of the fact that GSA-SLUC is not a part of the OL budget but instead

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is a separate "office" in the Agency's budget structure, it is recommended that this distinction be made in the Budget Call.

GSA-SLUC - listed under paragraph i.

Operating components are responsible for determining office-unique space requirements assigned by GSA and for advising the Office of Logistics of anticipated changes. Estimates for reimbursement to GSA of Standard Level User Charges (SLUC) for all real property holdings assigned by GSA will be consolidated and submitted as an Agency-wide budget by the Office of Logistics.



STATINTL

Michael J. Malanick
Director of Logistics

Att

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STAT STATINTL OL/EO/B&FB: [] (12 Feb 75)